GIS COORDINATOR/TECHNOLOGY SPECIALIST I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Information Services Manager, maintain and support ongoing technology functions for the City of Belmont Geographic Information System (GIS) and other information and telecommunications systems. This position is responsible for computer operator functions for the citywide network and support for the City's GIS and GIS-related database systems.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Information Services Manager.

ESSENTIAL FUNCTIONS STATEMENTS—*Essential responsibilities and duties may include, but are not limited to the following:*

1. Provide guidance and training for GIS and information and telecommunications systems.
2. Perform the repair, maintenance, design replacement and upgrading of GIS and city-wide information and telecommunication systems.
3. Work with City staff to develop and maintain parcel development and geographic information for the City GIS and mapping systems.
4. Develop and maintain access to Internet GIS mapping capabilities.
5. Assist as Local and Wide Area Network Administrator; perform daily backup procedures of file servers to maintain network security.
6. Assist with maintaining mail and file servers, routers, Ethernet and fiber optic cabling, hubs and WAN.
7. Provide ongoing maintenance of systems and peripherals.
8. Update information and new hardware and software. Monitor operational and application software licensing and updating.
9. Maintain current knowledge of hardware, software and network technology and recommend upgrades as appropriate.
10. Maintain files and records of operating systems.
11. Maintain remote computing capabilities for specific off-site users.

QUALIFICATIONS

Knowledge of:
Geographic information system technologies and related databases.
HP Proliant Systems, Compaq Systems and/or various Windows operating systems.
Computer hardware and software installation, operations and maintenance requirements. Platforms include various Windows operating systems.
Telecommunications systems.
Operating environments, commands, codes and structures.
Troubleshooting techniques for basic computer problems and training techniques.
Methods and techniques for conversion and creation of documents to be published on the Internet.
Methods and techniques of computer hardware and software installation and operation.

Knowledge of HTML and Website management desirable.

Ability to:
Be on-call and carry pager for off hour response.
Work off-hours, nights/and or holidays as required.
Be called back or held over in emergency situations.
Clearly communicate technical information verbally and in written form.
Prepare technical and status reports.
Learn, retain, interpret and communicate complex information, terminology, policies and procedures concerning information and telecommunications systems.
Interface with a variety of people from diverse backgrounds and professions.
Prioritize and manage competing demands and projects in a timely manner.
Work independently, and meet service requirements.
Maintain composure in difficult situations, deal effectively with a wide variety of people and technical problems.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience with geographical information systems and computer hardware and software.

Education and Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in GIS and the computer hardware and software areas.

Licensing and certification:

Possession of or ability to obtain an appropriate, valid California Driver's License.
Submittal and approval of fingerprint cards for DOJ check.

 WORKING CONDITIONS:

Environmental conditions:
Office environment; exposure to computer screens.

ADA SPECIAL REQUIREMENTS:

The following physical abilities and work environment:
Ability to sit, stand, walk, kneel, crouch, squat, reach, twist, climb, lift 40 lbs., exposure to confining work space, electrical hazards, ability to travel to different sites and locations, unassisted.

Revised 0905